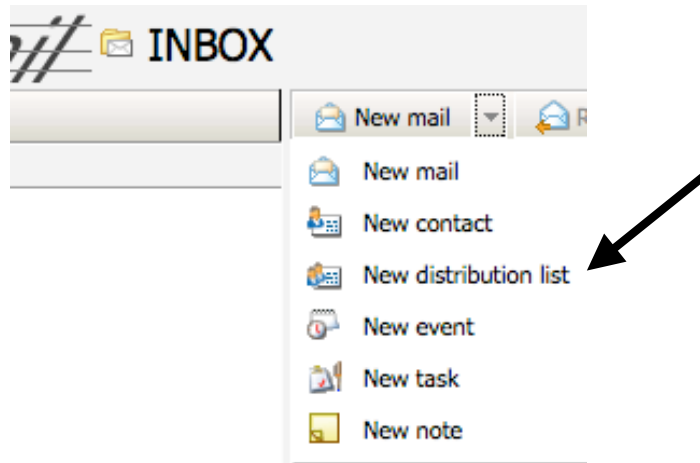
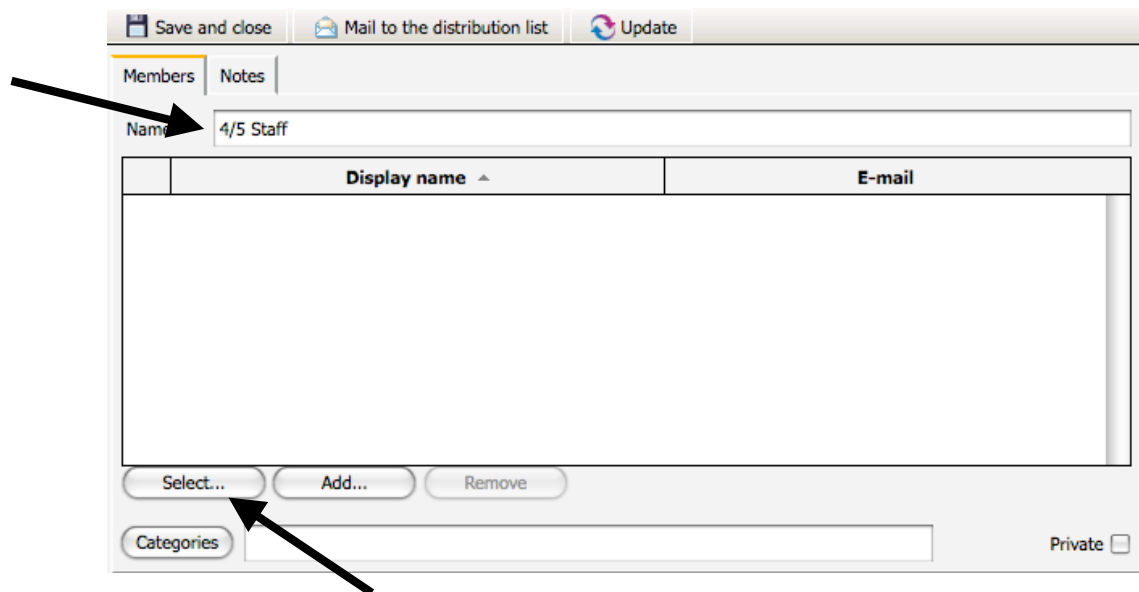


## Creating a Distribution List in Email

1. In your email, click on the drop down arrow next to New mail and select New distribution list.

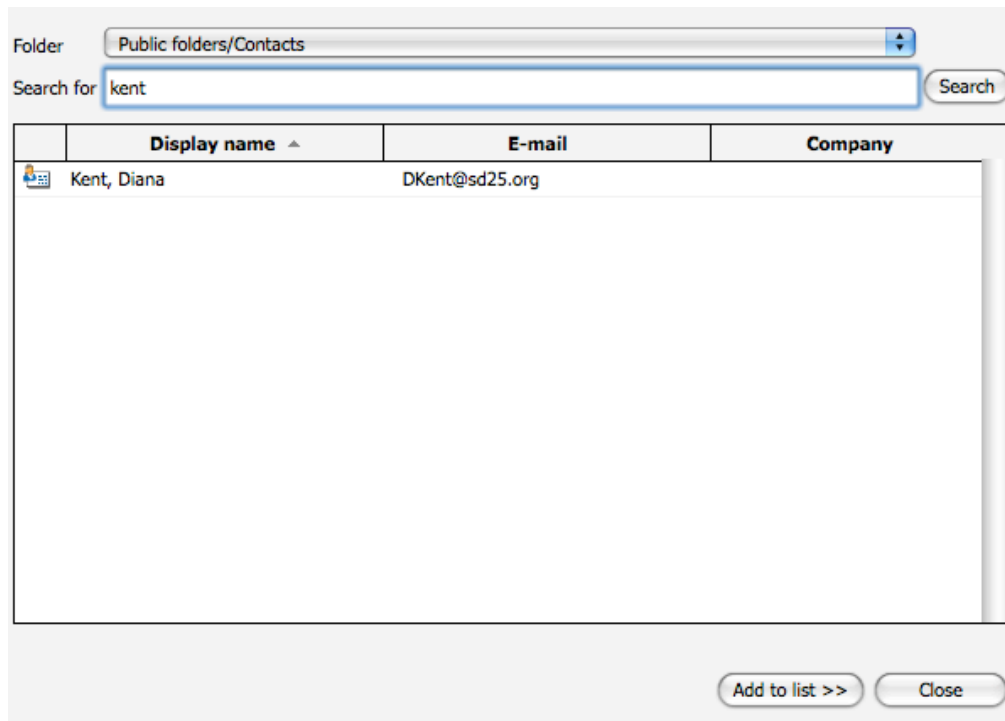


2. In the next window Name your List.

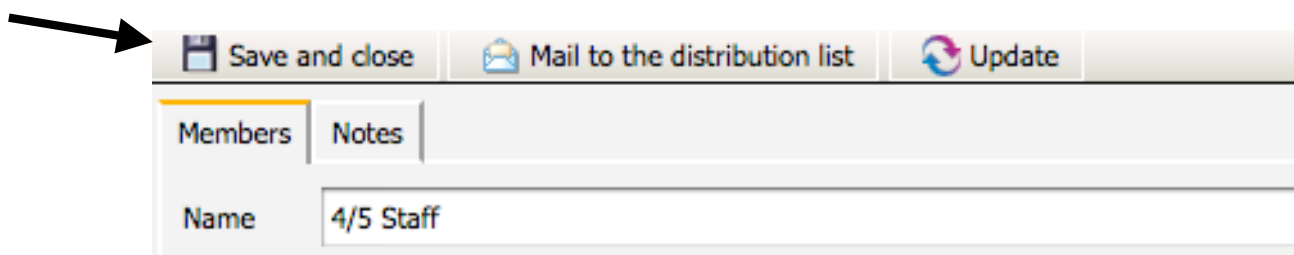


3. Click on Select

4. In the next window select **Public folders/Contacts** next to **Folder**. Type the name of your first contact in **Search for**, click **Search**. Select the email address, then click **Add to list>>**. The name will be added to your distribution list, in your Distribution list window. Continue to search for the rest of your names. When you are done click **Close**.



5. In the next window (New distribution list) your new contacts will be listed. **Click Save and close.**



6. You can find your Distribution list under Contacts. To send an email to your Distribution list, select New Mail. Click on **To:** - double click on the distribution list then click **OK**.